

STATE OF SOUTH CAROLINA

Project Manager I

General Nature of Work:

Under general supervision, manages and coordinates all tasks associated with one or more small projects or a component of a larger project of minimal to moderate complexity and risk.

Guidelines for Class Use/Distinguishing Characteristics:

This class is intended for use as a journey-level project manager within the professional project management discipline. Incumbents use project management techniques to manage projects of moderate complexity and risk, or manage part of a project of significant complexity and risk.

Examples of Work:

(Note: The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in this class.)

Prepares necessary documentation (i.e., needs analysis, business case, feasibility analysis, etc.) to support project initiative; develops and maintains documentation throughout the entire project lifecycle.

Responsible for managing and directing the initiation, planning, execution, control, and closeout phases of the project lifecycle for small/minor projects.

Coordinates and manages projects using project management methodologies from inception through completion.

Defines and prioritizes project requirements.

Develops work plan(s); controls budget, scope and schedule to ensure project deliverables, milestones and required tasks completed as planned.

Oversees the development and execution of communication plan, which may include communicating with organizational leaders, elected officials and/or the general public about the project's impact or status.

Prepares status reports and provides updates to project stakeholders, sponsors, champion, etc.

Coordinates requests and recommends changes from original specifications with project sponsor, project team, or stakeholders.

Identifies potential problems; facilitates problem resolution by determining or recommending and implementing a risk mitigation strategy.

Assists in creating quality management plans; develops and maintains project documentation; oversees project design to ensure compliance with federal and state laws, or agency's criteria, codes and regulations.

Knowledge, Skills and Abilities:

(Note: The knowledge, skills and abilities listed are not necessarily inclusive of the requirements for every position in the class.)

Knowledge of an agency's mission, programs, and objectives.

Knowledge of project management principles and methodologies.

Ability to assign appropriate priorities to work activities based on organizational goals and situational pressures.

Ability to effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines.

Ability to conceptualize needed change and to initiate appropriate activities to move from concepts to implementation.

Ability to interpret and apply rules and regulations.

Ability to manage work and provide guidance to employees.

Ability to make presentations and prepare reports.

Necessary Special Requirement:

Some positions may require certification as a Certified Associate in Project Management or Project Management Professional (PMP).

Minimum Requirements:

(Note: Additional requirements may be applicable for individual positions in the employing agency.)

A bachelor's degree and relevant project management experience.